



Residential Permit Manual

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Business Hours are Monday thru Friday 8:00 a.m. to 4:00 p.m.

Building permits are issued Monday thru Friday 8:00 a.m. to 3:30 p.m.

Plan reviews are accepted Monday thru Friday 8:00 a.m. to 3:30 p.m.

Re-Inspection fees will be accepted Monday thru Friday 8:00 a.m. to 4:00 p.m.

All Housing permits will be accepted Monday thru Friday 8:00 a.m. to 4:00 p.m.

GENERAL DESCRIPTION OF APPLICABLE REGULATIONS

RESIDENTIAL CHECKLIST FOR PLAN SUBMITTAL

Two complete sets of **TO SCALE, FULLY DIMENSIONED PLANS** must be submitted and include the following:

1. **SITE PLAN** -show setbacks, top of curb and proposed elevation. The slab elevation shall be indicated on the site plan. (Please submit site plan with setbacks on an 11x17 legal size paper)
2. **STRUCTURAL PLANS**-show beam and reinforcement sizes in foundation, lumber sizes for framing and fastening schedule(s).
3. **PLUMBING**-show riser diagram, water supply, gas piping, DWV system, include calculations for all)
4. **ELECTRICAL**- Lighting and power plan; 1 line diagram for electrical service. Load analysis required on additions more than 500 square feet for the 1st floor and spans exceeding 24 feet.
5. **AIR CONDITIONING**-show general layout and include duct size and Manual J
6. **DRIVEWAY-FLATWORK**-show all paved areas; Private Infrastructure details are available on line at www.ci.mocity.tx.us
7. **ELEVATION**- (number of feet above sea level to top of slab) is required for **ALL NEW** construction and on additions to existing structures (if in a **FLOOD PLAIN** and construction cost is greater than 50% of the valuation of existing building
8. **ENGINEER'S SEAL**-is required for slabs, trusses or for structures exceeding 5,000 square for the 1st floor and spans exceeding 24 feet
9. **Energy Code Compliance Report**; is required for all new and remodel submittals.
10. (Rescheck or Prescriptive method)
11. ***An approval form letter provided by the Utility District shall be submitted to this office prior to the Building permit issuance.**

These plans, once submitted, will be reviewed by the Building Official and Planning Director and **MUST** be approved prior to issuance of permits.

The amount of time required for these reviews and approvals depends on:

1. Number of plans already in review.
2. Complexity of your specific set of plans.
3. Completeness of your plans, i.e. the degree to which submitted plans meet 2006 International Residential Code and other City standards (zoning, etc.).
4. Speed with which required applicant resubmits revisions.

ADOPTED CITY CODES

International Residential Code	-	2006 Edition
National Electrical Code	-	2005 Edition

Zoning

General

The City of Missouri City is a zoned community and all plans must comply with applicable section of the zoning ordinance. A copy of the zoning ordinance is available which contains the requirements for landscaping, signs, and off-street parking as well as setbacks, height restrictions, ECT.

The City of Missouri City **DOES NOT**, enforce deed restrictions. Please check with the proper sources for compliance.

Signs

Information about sign regulations is provided to each model home. The location of monument signs should be chosen to provide maximum visibility.

Off-Street Parking

Off-street parking is required based on the type of occupancy. **A two-car enclosed garage is required of all single-family homes.**

Housing Code

A housing inspection is required of all residential homes and apartments upon application for a transfer electrical service.

SCHEDULE OF FEES

DESCRIPTION

FEE

Building

A. \$1,000 and less

No fee, unless
Inspection is
required, in which
case a \$15.00, fee for
each inspection shall
be charged.

\$1,000 to \$50,000

\$15.00 for the first
\$1,000.00 plus \$5.00
for each additional
thousand of fraction
thereof, to and
including \$100,000.

\$100,000 to \$500,000

\$460.00 for the first
\$100,000 plus \$3.00
for each additional
Thousand or fraction
thereof, to and
Including \$500,000

\$500,000 and up

\$1,600.00 for the first
\$500,000 plus \$2.00
For each additional
Thousand or fraction
thereof

B. Moving Fee

For the moving of any building or structure, the fee shall
Be \$100.00.

C. Demolition

For the moving of any building or structure, the fee Shall be:	\$50.00
0 up to 100,000 cu ft	\$.50
100,000 cu ft and over	/1,000 cu. ft

D. Plan-check fee

When the valuation of the proposed construction exceeds \$1,000.00 and a plan is required to be submitted by the building office, a plan-checking fee shall be paid to the building official at the time of submitting plans. A plan-checking fee shall be equal to one-half of the required building permit fee. **Such plan-checking fee is in addition to the building permit fee.**

Licensing fees (July 31-June 30)

Contractor Registration (General, mechanical)	\$80.00
Plumbing Registration	\$80.00
Electrical Registration	\$80.00

Please note: After June 30, 2007, all registration fees will be \$80.00.

Fences

Fences over six feet (the first 50 linear feet)	\$ 25.00
Each additional 50 linear feet or part thereof	\$ 10.00

Pools

Private	\$100.00
Self-Contained Spas	\$ 25.00
Each re-inspection	\$ 25.00

Signs

* All except grand opening signs

Site inspection and plan review	\$ 30.00
Signs 96 sq. ft. or less	\$ 100.00
Signs 97 sq. ft. or more	\$ 0.50
Each re-inspection	\$ 20.00
One time annual fee for search lights	\$ 25.00
Calendar year schedule of events and celebrations display banners and balloons	\$ 15.00
Amendment to calendar year schedule of events and celebrations displaying banners or balloons up to four (4) times in one calendar year	No Fee
Each additional amendment after the first four (4) in one calendar year	\$ 15.00

Fire

* Single-family residential automatic fire sprinklers shall be exempt from payment of the list permit fee, but still must obtain a permit and have the required plan review and inspections.

A. Type I Permits (include plan review/inspection /testing/permit)

Fire sprinkler system installation (First 10,000 square feet)	\$100.00
Each additional 10,000 square feet	\$ 50.00
Remove, add, or relocate 1-25 sprinkler heads	\$ 25.00
Over 25 sprinkler heads	\$100.00
Gates or barriers across roadways or private drive	\$ 25.00
Underground fire mains	\$ 50.00
Smoke control systems	\$ 50.00
Fire pumps	\$100.00
Standpipe system installation (per 2 connections)	\$ 50.00
Fixed fire extinguishing systems installations	\$ 50.00
Fire alarm systems installation	\$100.00
Flammable/combustible liquid storage tank installation Or removal	\$100.00

B. Type II Permits (includes permit and site inspection)

Temporary storage tanks	\$ 50.00
Aerial firework/pyrotechnics display	\$ 1000.00
Each re-inspection	\$ 25.00 1 st

****Subsequent Re-Inspections will increase by \$25.00****

Hazardous material	50.00 annually
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Explosives	\$1000.00
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Flammable/combustible liquids permit (other than dwelling
In excess of 6 gallons of Class I flammable liquid or in
Excess of 25 gallons of any flammable combustible liquid) \$ 50.00 annually

Compressed gas permit (other than dwelling that stores
Handles in excess of 2000 cu. Feet of flammable gas or
6,000 cu. Feet of nonflammable gas) \$ 50.00 annually

Housing Code

Inspection	\$ 50.00
Inspection Report Review	\$ 20.00

After Hours Non-Emergency Inspection

(2 hour minimum)	\$ 65.00
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Double Fees

With respect to the building, plumbing, electrical, air conditioning, construction, major construction, fence, pool, fire and sign permits enumerated above, **where work is started or proceeded prior to obtaining the applicable permit, the fees specified shall be doubled. Such doubled fee shall not in the execution of the work nor from any other penalties prescribed in the code.**

MISSOURI CITY RESIDENTIAL CONSTRUCTION PROCEDURE REQUIRED INSPECTIONS

BUILDING PERMIT

Inspections required:

Listed below is a breakdown of ALL the required inspections. **ALL COVER INSPECTIONS AND FINAL INSPECTIONS MUST BE CALLED IN ON THE SAME DAY. THE GENERAL CONTRACTOR SHALL CALL THE COVER AND FINAL INSPECTIONS IN.**

1. Storm Sewer Pollution Control: Install silt fence along any boundary that storm drains from the site. This is the first required inspection.
2. Form Survey: A certified form survey shall be submitted and approved prior scheduling a slab inspection. The form survey shall show all required set backs from property lines and required minimum finished floor elevations.
3. FOUNDATION: to be made when trenches excavated, forms erected and all reinforcements installed-**PRIOR** to pouring concrete.

NOTE: A Certificate of elevation and a stamped form survey is required **prior** to request for a Cover inspection.
4. Windstorm This inspection shall be approved prior to scheduling cover up inspections for Framing, Electrical, Plumbing and HVAC. Required clips and straps will be inspected for windstorm compliance.
5. FRAME: to be made when roof, all framing, fire-blocking and bracing in place and all pipe, chimneys and vents completed Brick ties shall be installed. Structure must be completely dried in (Shingles on, doors/windows in, etc.)- **PRIOR** to insulating ,sheet rocking, and bricking. This inspection shall be requested along with the Top out, Electrical cover, and the HVAC cover inspections.
6. Drive, Approach & Public Walk
This inspection may be scheduled at any time, but must be approved before the building final will be scheduled.

7. Mud Final: **(Mud District) written final approval***
8. Energy Final Written final approval from a certified ICC energy inspector.
9. Flow Line This inspection may be done at any time, but if not scheduled before the final it will be preformed with the building final inspection. This inspection will be inspected by Missouri City's Public Works Department.
10. Public Walk Final This inspection will be preformed by Missouri City's Public Works Department. This inspection shall be preformed the same day as the Building Final
11. FINAL: to be made when the building is completed and ready for occupancy. The building address (numbers shall be at least 4 inches in size with color contrast with structure) shall be affixed on all structures. Curb numbering needs to be in place according to Missouri City curb numbering policy.

Permit required for construction, reconstruction, repair or regrade of any driveway, sidewalk, culvert, pipe, curb, gutter or parking lot within the City or within the City's right-of-way. **Contractor must have a \$2000.00 bond on file.**

#4 Rebar at 24" o.c. is the minimum reinforcement for ALL concrete work. The saw-cut on approach and handicap ramp shall be 18" from back of curb.

**APPROACH: Maximum width @ property line: 20'
Minimum width @ property line: 10'
Radius: 5'**

Inspections required – **PRIOR TO POURING:**

1. APPROACH: part of the driveway from the street to the property line-MUST BE 6" in thickness. **NOTE: 4" OF CEMENT STABILIZED SAND MUST BE PLACED UNDER THE SECTION OF THE DRIVEWAY FROM THE PROPERTY LINE TO THE STREET.**
2. DRIVEWAY: remainder of the driveway from the property line up to the garage-MUST BE 4" in thickness.
3. PUBLIC WALKS: the walk that runs parallel to the street must be 4" wide and 4" thick. 2" of bank sand is required under the 4" thick

concrete. Doweled redwood headers are required at 20' maximum spacing.

The Plumbing Contractor must be a Master Plumber licensed by the State of Texas.

Inspections required:

1. GROUND: to be made when all under slab piping is completed. Water required on lines, including water service line.
2. SEWER: to be made when all sewer line work completed from under slab to the main sewer. **NOTE: THIS INSPECTION IS TO BE PERFORMED BY THE UTILITY DISTRICT AND IS REQUIRED.**
3. TOP OUT: to be made when all rough-in work completed-**PRIOR** to covering. Water required on lines and stacks, spring gauge or mercury gauge required on gas lines and protection plates required over copper and PVC pipes going through studs. Tie down overhead pipes.
4. Gas Test Prior to releasing gas service. Low pressure gauge required.
5. FINAL: to be made when all fixtures installed, all plumbing work completed and building ready for occupancy.

Gas Temporary Cut in Permit

Permit released to Centerpoint Energy after ground, top out and low pressure gauge test has been approved.

ELECTRICAL PERMIT

The Electrician must be a Master Electrician licensed by the State Of Texas.

Inspections required:

1. Temporary Saw Pole: Required for all new residential construction.
2. UNDERGROUND: to be made after underground service work Completed-**PRIOR** to covering
3. Temporary Cut In This inspection may be called in at the same time as the underground inspection.
4. COVER: to be made after all rough-in work completed-**PRIOR** to enclosing walls or concealed spaces.
5. FINAL: to be made after all fixtures/outlets installed, all electrical work completed and building ready for occupancy.

AIR CONDITIONING PERMIT

The Air Conditioning Contractor must be licensed by the State of Texas.

Inspections required:

1. COVER: to be made after all duct work and lines are installed-**PRIOR** to covering
2. FINAL: to be made after all work is completed and the building is ready for occupancy.

SIGN PERMIT

Permits are required for the installation, modification or addition to any sign whether it be temporary or permanent. This applies to all wall, ground and canopy signs.

1. Installation: to be made while sign is being erected or installed
2. Electrical: if sign is electrical, an electrician must obtain a permit and

have the required inspection.

The building or structure being inspected shall receive approval of **ALL** these inspections **PRIOR TO OCCUPANCY**.

The general contractor and all subcontractors must apply for their own permits.

The plans and permits required vary on each project depending on type of construction and occupancy. You may request a preliminary conference to discuss details of your plans prior to submittal for review. We will be more than happy to assist you, but we will not design your project for you. You should obtain copies of pertinent code, ordinances, and standards prior to designing your plans.

**JOB ADDRESS MUST BE POSTED AND CLEARLY VISIBLE
FROM THE STREET.**

PLANNING / PERMITS & INSPECTIONS DIVISION
1522 Texas Parkway
P.O Box 666
Missouri City, TX 77489

The Inspection Department request line allows you to call in inspections at anytime. **All inspection requests received on or before 7:00 am will be made the same day.** This will allow more time for inspections to be made throughout the day.

Automated Inspection Request Line

Selectron System 281.403.0724
(Instructions on how to use the system may be given to you when permit is issued).

If there are any questions about the Selectron system or problems scheduling on the system Please call 281.403.8600.

Please Note: It is not the responsibility of The ISR or Permit Service Representative to schedule your inspections.

Any questions you have regarding inspections or results should be directed to your assigned inspector. Listed below are the work hours and phone numbers so you may contact our inspectors. If you have questions please leave a detailed voice message and they will return your call.

Gus García-Inspector III ggarcia@missouricitytx.gov	281.403.8600	8:00-5:00 p m
Jaime Rodríguez-Inspector III jrodriguez@missouricitytx.gov	281.403.8600	7:00-4:00 p m
Bob Bratz-Inspector II bbrtaz@missouricitytx.gov	281.403.8600	7:00-4:00 p m
Kirk Allen-Inspector III kallen@missouricitytx.gov	281.403.8600	7:00-4:00 p m

Public Works Inspectors

Daryl Sawatzky	281.403.8500	7:00-4:00 pm
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Wayne Weaver	281.403.8500	7:00-4:00 pm
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If you have any questions regarding administrative matters or issuance of permits, you may contact the Building Official at the following:

Lalo Flores- Chief Building Official lflores@missouricitytx.gov	281.403.8600	8:00-5:00pm
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Robert Adolphus-Dep. Building Official radolphus@missouritx.gov	281.403.8600	7:00-4:00pm
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Residential Fax Number	281.261.4382	
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